



MEMORANDUM FOR: Assistant Administrators  
Staff Office Directors  
Program Managers  
Council Chairs  
Project Managers  
DEC 23 2005

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SUBJECT: Final FY 2006 Annual Operating Plan and Reporting  
Guidance

REFERENCE: FY 2006 Annual Operating Plans Memorandum from John  
J. Kelly, Jr, Deputy Under Secretary for Oceans and  
Atmosphere, dated September 23, 2005

The purpose of the Execution phase, the last phase of Planning, Programming, Budgeting and Execution System (PPBES), is to determine whether NOAA is delivering on promised products and services. The key Execution phase document is the Annual Operating Plan (AOP). This memorandum provides guidance on preparation of final FY 2006 AOPs and reporting requirements to the NOAA Budget Office and the NOAA Executive Panel.

The Department of Commerce FY 2006 appropriation was signed on Tuesday, November 22, 2005. **Therefore, final AOPs for Line/Staff Offices, councils, and the 45 NOAA programs are due as directed in Attachment 1 by Friday, January 20, 2006.** Comments on the draft AOPs are included in Attachment 1.

Reporting on select high interest topics will once again be required on a monthly basis in the form of either monthly functional performance or quad chart layout. Attachment 2 identifies the reporting topics and required format for quad charts.

Line/Staff Offices, council chairs, and program managers will submit quarterly quads on their progress against their AOP per the guidance in Attachment 3.

Attachment 4 provides guidance on reporting program progress to the NEP.

The NOAA PPBES site, <https://www.ppbes.noaa.gov/execution.html>, will contain all FY 2006 AOP and reporting guidance and required formats.



The points of contact for this guidance are Commander Todd Stiles of PPI at (301) 713-1622, ext 201, and James LeDuc of NOAA Budget Office at (202) 482-3939.

Attachments

1. Annual Operating Plan Guidance and Comments
2. Monthly Reporting Topics and Guidance
3. Quarterly Reporting Guidance
4. Quarterly NEP Briefing

cc: DUS

PA&E

Deputy Assistant Administrators

Goal Leads

CFO Council

Line Office CFO's

Decision Coordination Office

G. White

J. LeDuc

## Attachment 1 ANNUAL OPERATING PLANS:

Draft AOPs were produced in response to guidance issued by the Deputy Under Secretary on September 23, 2005. The guidance stated that AOPs would be finalized within 60 days of the final Department of Commerce FY 2006 appropriation. The appropriation was signed on Tuesday, November 22, 2005. Therefore, final AOPs for LO/SO, councils, and all 45 NOAA programs are due by Friday, January 20, 2006, to the Budget Office (Jim LeDuc) with copies to PPI (Todd Stiles) and the Office of the Deputy Under Secretary (George White).

Milestones shall be coordinated between LO/SO AOPs and council and program AOPs prior to submission. LO/SO AOPs should only include the most significant Program and Council milestones - it is not necessary to incorporate all the program milestones.

Approval of AOPs are as follows:

LO/SO and Councils – DUS  
Non-matrixed Programs– LO/SO  
Matrix Programs – PPI

Format outlines can be found at: <https://www.ppbs.noaa.gov/execution.html>. Councils should use the Line and Staff Office format outline and table sample as a guide in AOP preparation.

### Annual Operating Plan Comments

The following comments should be addressed and incorporated in the final AOPs:

- Ensure AOPs identify appropriate actions in response to Office of Inspector General reports, Science Advisory Board recommendations, Congressional direction, NOAA Executive Council and Panel actions, service assessment reports, Hurricane Katrina follow-on actions, and Performance Assessment Rating Tool feedback.
- All NOAA Corporate Performance Measures (which include GPRA Measures) shall be included in AOPs as applicable. Draft AOPs did contain GPRA CPMs, however, there was a notable absence of the published non-GPRA measures. All CPMs (GPRA and non-GPRA) can be found at: <https://www.ppbs.noaa.gov/planning.html>.
- All relevant sections of the draft AOPs should be updated with final FY 2006 appropriations.

The following table highlights Department reporting topics to be addressed in FY 2006 Annual Operating Plans as they relate to:

FY 2006 Priorities for the Plan for Success (and FY 2006 Annual Operating Plans)	Topics to be addressed in FY 2006 Plan for Success (and FY 2006 Annual Operating Plans)
Execute NOAA Elements of the Integrated Earth Observations System	<ul style="list-style-type: none"> <li>▪ NPOESS Rebaseline milestones</li> <li>▪ Key IOOS implementation milestones</li> <li>▪ GOES R PDRR activities</li> <li>▪ Establish NOAA observations architecture</li> <li>▪ NOAA/NASA Transition Activities</li> </ul>
Exercise Global Leadership in Ocean and Ecosystem Science, Policy, and Management	<ul style="list-style-type: none"> <li>▪ Ocean Action Plan Action Items</li> <li>▪ Fisheries improvements</li> <li>▪ Regional Ecosystem Activities</li> <li>▪ Katrina/Rita follow-up actions</li> </ul>
Complete the Planned 2006 US Climate Change Science Program Actions	<ul style="list-style-type: none"> <li>▪ Continue work on Synthesis &amp; Assessment products</li> <li>▪ Climate Science and Decision Making Workshop</li> <li>▪ FY 06 <i>Our Changing Planet</i> Deliverables</li> <li>▪ Complete NOAA Submission to FY 07 <i>Our Changing Planet</i></li> <li>▪ National Integrated Drought Information System</li> </ul>
Ensure Public Safety and Economic Security through Improved Weather and Water Information	<ul style="list-style-type: none"> <li>▪ Improve High Impact Weather Forecasting (including hurricane forecast improvement actions)</li> <li>▪ Air quality modeling improvements</li> </ul>
Advance Navigation and Transportation	<ul style="list-style-type: none"> <li>▪ Reduce charting backlog</li> <li>▪ Advance digital charts</li> <li>▪ Expand PORTS installations</li> <li>▪ Improve aviation weather forecasts</li> <li>▪ Surface weather system development</li> </ul>
Continue Implementation of President's Management Agenda	<ul style="list-style-type: none"> <li>▪ Business Process Re-engineering</li> <li>▪ Major Facilities Plan</li> <li>▪ Certification and Accreditation Activities</li> <li>▪ SES and Mid-level leadership development meetings</li> </ul>

## Attachment 2 MONTHLY REPORTING TOPICS AND GUIDANCE:

Select topics will once again be required on a monthly basis in the form of either monthly functional performance or quad chart layout. The table below identifies reporting topics and replaces all attachments from previous guidance. These topics will be reported starting with December reports (due January 17<sup>th</sup>) and every 3<sup>rd</sup> Monday following the execution month thereafter (or Tuesday if Monday is a holiday).

Scoring of each monthly performance functional and quad will continue as a requirement for FY 2006. Score color is collapsed for all reports (monthly functional/quads and quarterly quads) to reflect Red (Management Attention Required), Yellow (Potential Management Attention Required), and Green (On Target).

The format for the quad chart can be found at <https://www.ppbs.noaa.gov/execution.html>. Reports are to be submitted to Jim LeDuc, Chief, Budget Execution. Budget, PA&E, and PPI will review each chart and provide coordinated feedback as appropriate.

### Monthly Reporting Topics (Functional Performance Charts)

TOPIC	REPORTING ORGANIZATION	SUBTOPIC
<b>FINANCE</b>	-CFO	<b>NOAA-wide</b>
	-NOS	-NOS
	-NMFS	-NMFS
	-OAR	-OAR
	-NWS	-NWS
	-NESDIS	-NESDIS
	-PS	-PS
	-NMAO	-NMAO
	NBO	<b>CWIPS</b>
	Finance	<b>Reimbursables Overruns</b>
<b>HUMAN RESOURCES</b>		
	-CFO	<b>NOAA-wide FTE Use</b>
	-NOS	-NOS
	-NMFS	-NMFS
	-OAR	-OAR
	-NWS	-NWS
	-NESDIS	-NESDIS
	-NMA	-NMA
	-NMAO	-NMAO
	-USAO	-USAO
	-PPI	-PPI
	HR Information	<b>SES</b>
	HR Information	<b>Non-SES</b>
<b>SAFETY</b>		
	CAO	<b>Incidents - current month and YTD</b>
	CAO	<b>Small boat safety; inspections and training</b>
<b>AIRCRAFT AND SHIP USE</b>		
	NMAO	<b>Ship Operating Days</b>
	NMAO	<b>Outsourced Ship Operating Days</b>
	NMAO	<b>Aircraft Flight Hours</b>
	NMAO	<b>Charter Aircraft Flight Hours</b>

<b>PROPERTY MANAGEMENT</b>	CAO	Consolidated Inventory Status
	CAO	Consolidated Unreconciled Property Status
<b>INFORMATION TECHNOLOGY</b>	CIO	Certification/Accreditation status, National Business Systems and Testing Programs (quarterly)
<b>GRANTS</b>		
	AGO	Percentage of Funded Awards On Time
	AGO	Types of Funded Grants Awarded
	AGO	Percentage of Admin Actions on Time
	AGO	Small Business Disadvantaged
	AGO	% Contract Actions within Lead Times

### Quad Charts

PROJECT	OVERSIGHT COUNCIL	PROJECT MANAGER (Reporting responsibility)
Climate Change Science Plan	Research	Chester Koblinsky
Commerce Business System	CFO	Ted Wolfgang
Comprehensive Large Array-data Stewardship System	Observing Systems	Tom Karl
Fisheries Survey Vessels 5, 6, and 7	Platform Allocation	Joseph Bohr
Geostationary Operational Environmental Satellite-R	NEP/NEC	Mike Crison
Hydrography (data collection, research, and development)	Ocean	Rich Edwing
Integrated Ocean Observing System (IOOS)	Observing Systems	Dave Zilkoski
La Jolla	CFO/CAO	Mark Eberling
National Polar-Orbiting Operational Environmental Satellite System	NEP/NEC	Sue Mashiko
Pacific Regional Center	CFO/CAO	John Shanahan
Tsunami Warning System (including R&D)	Observing Systems	John McNulty
Unmanned Aerial Vehicles	Observing Systems	Marty Ralph
NOAA's Environmental Real-time Observation Network (NERON) (formerly known as COOP-Modernization—includes U.S. Historical Climatology Network and U.S. Climate Reference Network)	Observing Systems	Ken Crawford

### Attachment 3 QUARTERLY REPORTING:

Each Line and Staff Office, council, and program manager from each of the 45 programs will be required to submit quarterly quads. All AOPs shall provide progress on all relevant Corporate Performance Measures (GPRA and non-GPRA), which can be found at: <https://www.ppbs.noaa.gov/planning.html>. Quarterly reports shall be submitted as follows:

<u>Quarter</u>	<u>Due Date</u>
*1	January 17th
2	April 17th
3	July 17 <sup>th</sup>
4	October 16th

Like monthlies, scoring for all reports are to be based on Red (Management Attention Required), Yellow (Potential Management Attention Required), and Green (On Target) color. Quad format can be found at <https://www.ppbs.noaa.gov/execution.html>.

Reports are to be submitted to Jim LeDuc, Chief, Budget Execution. Budget, PA&E, and PPI will review each chart and provide coordinated feedback as appropriate.

\* 1<sup>st</sup> Quarter quads are to be based on Draft (Senate Mark) AOP's.

#### ATTACHMENT 4 QUARTERLY NEP BRIEFING:

All programs will be subject to NEP briefing in FY2006. This is a change from the previous year when select programs were identified at the beginning of the execution year and reported each quarter. Programs identified to brief each quarter will be based on, but not limited to, yellow/red scored performance in order to bring challenges or issues to the attention to leadership early.

First quarter Program NEP briefs (presently scheduled for 2/3 & 2/17) are as follows:

1. Aircraft Replacement
2. Corals
3. Enforcement
4. Environmental Modeling
5. Fleet Replacement
6. Local Forecasts and Warnings
7. Marine Transportation Systems
8. NOAA Emergency Response
9. Polar Satellite Acquisition
10. Protected Species
11. Space Weather
12. Tsunami

The Decision Coordination Office will manage briefing rotation and notify PM's prior to quarterly NEP briefing date(s) starting with Quarter 2. The NEP schedule presently identifies the following dates (subject to change) for program briefing:

Quarter 1	2/3 & 2/17
Quarter 2	4/13 & 4/27
Quarter 3	7/20 & 8/15
Quarter 4	10/12 & 10/26

Quarterly Program briefings to the NEP shall be prepared using the .ppt format found at: <https://www.ppbs.noaa.gov/execution.html>.